



# CITY OF HOUSTON

## Job Posting

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**Applications accepted from:**

**All PERSONS INTERESTED**

**Job Classification**

**SYSTEM SUPPORT ANALYST I**

**Posting Number**

**PN# 113188**

**Department**

**Department of Public Works and Engineering**

**Division**

**Resource Management Division**

**Section**

**Information Technology**

**Reporting Location**

**611 Walker\***

**Workdays & Hours**

**M-F, 8:00AM – 5:00PM\***

*\*Subject to change*

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Supports users and computer operations in activities related to the operation of the data center. Installs and maintains software on a mainframe computer system. Supports application programmers and analysts on the usage of hardware and software in a large multi-user environment. Serves as a mediator in resolving problems between programmers and computer operations to reconcile differences related to operating systems software problems or operational procedures.

**WORKING CONDITIONS**

The position is physically comfortable; the individual has the discretion regarding walking, standing, etc.

**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Computer Science, Business Administration, Statistics, or a closely related field.

**MINIMUM EXPERIENCE REQUIREMENTS**

One year of experience in data communications analysis and design, programming systems design and maintenance, operating systems support, or closely related field experience is required. Directly related experience may be substituted for the education requirement on a year-for-year basis.

**MINIMUM LICENSE REQUIREMENTS**

Valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).

**PREFERENCES**

Preference will be given to applicants with experience in Basic Microsoft Windows NT, 2000, XP and customer service with strong help desk experience.

**SELECTION/SKILLS TESTS REQUIRED**

None

However, the Department may administer a skill assessment evaluation.

**SAFETY IMPACT POSITION**

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 16	
\$946 - \$1,336 Biweekly	\$24,596 - \$34,736 Annually

**OPENING DATE**

September 13, 2006

**CLOSING DATE**

Open Until Filled

**APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-0571. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer